
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: March 14, 2007

From: Kyle Robertson, Accreditation Coordinator

Subject: ConTech Institute - Evaluation Report

Staff recommendation

In accordance with Title 570 IAC (D), the commission recommends that the WMTA School of Massage be awarded Fully Accredited status.

Background

ConTech Institute is a Heating/Ventilation/Air Conditioning (HVAC) training school located in Columbus, Indiana. The school was placed on Applicant Status in January of 2006. The facility is conveniently located at 811 Lindsey Street within a few blocks of the central business district in Columbus. Cindi Thomas serves as the school's president. Control and ownership of the school is held by ConTech Institute, Inc., a company chartered in the State of Delaware.

School Description

ConTech's HVAC Technical Fundamentals Program is designed to teach students the skills necessary to perform a variety of tasks in the heating and cooling industry. Upon finishing the program, students receive a certificate of completion, along with EPA and OHSA certifications. The duration of the training is four weeks. The total cost of the 180 clock hour program is \$8,995.

The program is intended to prepare graduates for entry-level employment. Students learn to effectively communicate HVAC terms and language associated with common problems and solutions found on the job-site. Basic math is incorporated into the training so students will be able to solve problems in the field. Students are taught how to use a variety of tools associated with cutting and fabricating metal. A high emphasis is placed on personal and job safety. During the training, students are taken out into the community on service calls to gain real world experience.

Evaluation Team

Mr. Reeve Porter is the owner of Porter Heating and Cooling, which serves the Central Indiana area. He has been in the HVAC field for 33 years. Mr. Porter previously served as a two term president for the Air Contractors of America of Central Indiana.

Mr. Jeremy Cooper has seven years experience in the HVAC field. He is the owner and operator of JC, "Hot or Not" since 2000. Mr. Cooper received his certification at Ben Davis High School.

Evaluation Results

Mr. Porter recommended Fully Accredited status. His overall impression of the institution was satisfactory. His main concerns were the length of the program and the school's recruiting practices. Mr. Porter suggested that the program be extended to ensure students have more time to grasp basic skills and knowledge. He also suggested that the school disclose the location of the facility when advertising. This was based on student interviews and examples of advertising located in ConTech's application for accreditation.

Mr. Cooper also recommended Fully Accredited status. His overall impression of the school was superior. He was very impressed with Ms. Thomas' commitment and sincerity towards her students and program. Mr. Cooper suggested that the school provide the students with their own tool bag equipped with essential tools for service calls. This is so that students are comfortable using their own tools. He also suggested adding computer programs that simulate problems HVAC employees would encounter in the field. Mr. Cooper has attended computer service seminars that use these types of programs. He described the software as an "awesome" training tool.

Conclusion

The commission sees no evidence to recommend anything other than Fully Accredited status. Students were generally pleased with their training based on interviews. The concerns Mr. Porter commented on regarding the school's recruitment practices have been addressed by commission staff through telephone conversations and other correspondence with Ms. Thomas before the evaluation took place last February.

Supporting Documentation

1. Jeremy Cooper's Evaluator Checklist
2. Reeve Porter's Evaluator Checklist

INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201
Indianapolis, IN 46204

Date of Evaluation: February 5, 2007

Institution Evaluated: ConTech Institute

Name of Team Member: Jeremy Cooper

CHECK LIST FOR TEAM EVALUATORS

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- | | |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory |
| 2. Superior | 4. Unsatisfactory |

There is space for comments. The asterisk (*) denotes requested comments in order to better explain your evaluation.

CATEGORY I -- EDUCATIONAL OBJECTIVES

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u> </u>	<u> </u> ^x	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u> </u>	<u> </u> ^x	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u> </u>	<u> </u>	<u> </u> ^x	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Some of the students may have misunderstood how demanding the field is. Transportation options should be brought to the attention of students before they enroll for their own convenience.

CATEGORY II -- FACULTY

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u> </u>	<u> </u> ^x	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<u> </u>	<u> x </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The faculty appear to be satisfied with the overall institution.

<u> </u>	<u> x </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: I was very impressed with Cindi's commitment and sincerity towards her students and program.

CATEGORY III -- STUDENT POLICY

- A. Student counseling is adequate to show concern for the individual student's personal attainments.

<u> x </u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The student/administration relationship reflects a healthy and stable rapport within the institution.

<u> </u>	<u> </u>	<u> x </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The student educational needs are met by the institution.

<u> </u>	<u> </u>	<u> x </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY IV ADMISSION PRACTICES

- A. The admission policy of the institution is well administered and the school is reasonably selective.

<u> </u>	<u> </u>	<u> x </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

<u>1. Outstanding</u>	<u>2. Superior</u> ^x	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

- B. The institution appears to recruit students who have a potential or desire the education provided.

<u>1. Outstanding</u>	<u>2. Superior</u> ^x	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

- C. The students appear to have an honest impression of the institution before they enroll.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

<u>1. Outstanding</u> ^x	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i> There was a noticable area for room to grow and develop more classrooms, work areas, etc.			

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

<u>1. Outstanding</u>	<u>2. Superior</u> ^x	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

<u>1. Outstanding</u>	<u>2. Superior</u> ^x	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments: Some students would like to see more training in certain areas of the field. However, heating and cooling is very diverse. I realize this would be a challenge. Overall, students were pleased with their training.

- B. Student records adequately reflect the student's progress during his period of enrollment.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments: .

- C. The student records adequately reflect the student's placement after his/her training with the institution.

<u>1. Outstanding</u>	<u>2. Superior</u> ^x	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

D. Characterize your impression of the institution.

<u> </u>	<u> x </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

<u> </u>	<u> x </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: The students we spoke with were happy they chose to attend ConTech. The only criticism I recall was the length of the program. Students would feel more comfortable if the program was extended an extra week or two so they can retain more knowledge with less pressure.			

Please initial the status you believe this institution should receive.

1. No Status – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. _____

2. Candidate -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. _____

3. Accreditation with Recommendations – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. _____

4. Fully Accredited – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. xxx

If status is 1, 2, or 3, list your specific reasons or recommendations below.

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201
Indianapolis, IN 46204

Date of Evaluation: February 5, 2007

Institution Evaluated: ConTech Institute

Name of Team Member: Reeve Porter

CHECK LIST FOR TEAM EVALUATORS

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- 1. Outstanding
- 2. Superior

- 3. Satisfactory
- 4. Unsatisfactory

There is space for comments. The asterisk (*) denotes requested comments in order to better explain your evaluation.

CATEGORY I -- EDUCATIONAL OBJECTIVES

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u> </u>	<u> </u>	<u> ^x</u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: The program is too short for this type of training.

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u> </u>	<u> </u>	<u> ^x</u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u> </u>	<u> </u>	<u> ^x</u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY II -- FACULTY

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u> </u>	<u> </u>	<u> ^x</u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>X</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
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Comments:

C. The faculty appear to be satisfied with the overall institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>X</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
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Comments:

CATEGORY III -- STUDENT POLICY

A. Student counseling is adequate to show concern for the individual student's personal attainments.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>X</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
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Comments:

B. The student/administration relationship reflects a healthy and stable rapport within the institution.

<u>1. Outstanding</u>	<u>X</u> 2. Superior	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

C. The student educational needs are met by the institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>X</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
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Comments: I feel that hands on training is necessary for the field.

CATEGORY IV ADMISSION PRACTICES

A. The admission policy of the institution is well administered and the school is reasonably selective.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>X</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
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Comments:

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

- B. The institution appears to recruit students who have a potential or desire the education provided.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

- C. The students appear to have an honest impression of the institution before they enroll.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments: No location was mentioned in the ads.

CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments: A very clean facility.

CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments:

CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments: I feel the program lacks enough time.

- B. Student records adequately reflect the student's progress during his period of enrollment.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> ^x	<u>4. Unsatisfactory*</u>
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Comments: .

- C. The student records adequately reflect the student's placement after his/her training with the institution.

<u>1. Outstanding</u>	<u>2. Superior</u> ^x	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

D. Characterize your impression of the institution.

_____	_____	_____X_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: They are working to continue to improve.

E. The majority of the students appear to be satisfied with the education they have received from the institution.

_____	_____	_____X_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

Please initial the status you believe this institution should receive.

1. No Status – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. _____

2. Candidate -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. _____

3. Accreditation with Recommendations – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. _____

4. Fully Accredited – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. _____XXX_____

If status is 1, 2, or 3, list your specific reasons or recommendations below.

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM